



OFF-ROAD VEHICLE (ORV) TRAIL IMPROVEMENT FUND

2005 PROCEDURES MANUAL

Michigan Department of Natural Resources
Forest, Mineral and Fire Management
Grants, Contracts and Customer Systems

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INTRODUCTION

This handbook is intended to provide guidance to Off-Road Vehicle Trail Improvement Fund Grant Sponsors.

This manual will assist in completing the Off-Road Vehicle (ORV) Trail Improvement Fund grant awarded by the Michigan Department of Natural Resources (Department). These instructions should be thoroughly reviewed by the Grant Sponsor and the individuals responsible for performing trail maintenance work, damage restoration and construction projects.

If the grant is for an ORV damage restoration project or for a construction project, the staff or the consultants responsible for preparing construction plans and specifications should also thoroughly review this manual.

This manual describes:

- Grant implementation schedules
- Grant sponsor responsibilities
- Instructions to perform and report trail maintenance work
- Instructions for completing restoration and construction grant projects
- Instructions on how to receive reimbursement

Please note this is a reimbursement program.

To receive reimbursement for grant expenditures for trail maintenance and grading a completed ORV Grants Program Worksheet (Form PR 1990-2), signed ORV Trail and Route Sign Installation Log (Form PR 1990-3) and trail maps must be submitted. Instructions are provided on the forms. Refer to chapter A.

To receive reimbursement for grant expenditures for restoration and construction (special maintenance) projects a completed Request for Reimbursement (Form PR 1990-1) and required documentation must be submitted. Instructions are provided on the form. Refer to chapter B.

Questions about the requirements in this manual, or about use of the forms, should be referred to: Forest, Mineral and Fire Management (FMFM) or Grants, Contracts and Customer Systems (GCACS).

RECREATION AND TRAILS SECTION
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MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952
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CHAPTER A: TRAIL MAINTENANCE GRANTS

I. IMPLEMENTATION SCHEDULE

The Grant Sponsor must follow the steps listed below to insure prompt payment and completion of the grant agreement. Failure to follow these actions in their proper sequence may prevent reimbursement or, at the very least, delay the reimbursement payment.

1. Grant Sponsor signs two (2) copies of the grant agreement and returns both to Grants, Contracts and Customer Systems (GCACS). Grant Sponsor must also submit a copy of the Certificate of Insurance, if applicable.
2. The Department executes (signs) both of the grant agreements and returns one copy to the Grant Sponsor. The grant agreement is not legally executed until it is signed by the Department.
3. Grant Sponsor completes trail maintenance, restoration, or construction work as described in the grant agreement and according to maintenance specification materials, as provided by the Department. See Chapter A, Section IV of this manual for instructions on performing and reporting trail maintenance work. See Chapter B of this manual for instructions on completing restoration and construction projects.
4. Grant Sponsor submits payment requests only after all of the above requirements have been met and expenses incurred. Partial payment requests may be submitted periodically as work is completed. Grants which are not administered in accordance with these requirements may not be eligible for the payment of project related costs.

II. GRANT SPONSOR RESPONSIBILITIES

1. The Grant Sponsor must adhere to the terms of the grant agreement, the procedures outlined in Chapters A and B of this manual, ORV Trail Improvement Fund 2004-05 Procedures Manual (IC1990), the 2005 ORV Trail Maintenance Grant Program Grant Application Information (IC 3600) and the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991).
2. **The Grant Sponsor shall obtain general liability insurance in carrying out this grant.** If applicable, a certificate of insurance must be provided to the Department prior to execution of the Grant Sponsor's grant agreement. If the Grant Sponsor fails to provide the certificate of insurance with the provisions listed below, the agreement will not be executed.

The required liability insurance shall protect the Grant Sponsor from claims which may arise out of or result from the Grant Sponsor's operations, whether performed by the Grant Sponsor, a subcontractor or anyone directly or indirectly employed by the Grant Sponsor, or anyone for whose acts any of them may be liable.

The Grant Sponsor is required to maintain a minimum policy limit, in the amount of \$500,000 per occurrence for property damage, \$1,000,000 per occurrence for bodily injury, and \$2,000,000 aggregate. The liability insurance policy must cover the term of the grant agreement, the Grant Sponsor's occupancy of the site or the completion of the final inspection and approval by the Department or other jurisdictional agency, whichever is longer.

The insurance certificate is required to list the State of Michigan as an additional insured, using the following language.

"The State of Michigan, its Departments, boards, agencies, commissions, officers and employees"

The certificate must also specify that the policy will not be cancelled, or its provisions modified or deleted, unless and until the issuing company first sends thirty (30) days advance written notice to the Michigan Department of Natural Resources, Grants, Contracts and Customer Systems, P.O. Box 30425, Lansing, Michigan, 48909-7925.

See Chapter A, Section V for insurance reimbursement information.

III. GRANT PERFORMANCE CRITERIA AND PENALTIES

Each approved Grant Sponsor must meet the criteria listed in this section in order to participate in the ORV Trail Improvement Fund grant program. Failure to do so may result in a Notice of Failure to Perform. A Notice of Failure to Perform is issued in writing by the Department based on performance issues documented in the grant file.

Maintaining Eligibility:

Criterion: The Grant Sponsor must either be a public agency or maintain status as an incorporated nonprofit organization.

Penalty: Failure to meet the eligibility criterion would result in cancellation of the Grant Sponsor's grant agreement and termination from the program.

Complying with Laws and Regulations:

Criterion: The Grant Sponsor must be in compliance with all applicable State laws and regulations.

Penalty: Failure to meet this criterion is a violation of the law and will result in a Notice of Failure to Perform. The Grant Sponsor will have three (3) working days to come into compliance. Failure to do so may result in cancellation of the Grant Sponsor's grant agreement and termination from the program.

Providing Complete and Accurate Forms and Documents on Time:

Criterion: The Grant Sponsor must meet the Department's deadline dates for submittal of grant applications, forms and reports. All documents must be filled out completely and accurately.

Penalty: Failure to meet the application deadline may result in the application being rejected.

Falsification of any documents, forms or reports will result in a Notice of Failure to Perform, cancellation of the Grant Sponsor's grant agreement and termination from the program.

Meeting Signing, Grading and Brushing Standards:

Criterion: The Grant Sponsor must meet minimum standards for items applicable to the grant, as defined in this manual, ORV Trail Improvement Fund 2004-05 Procedures Manual (IC1990), the 2005 ORV Trail Maintenance Grant Program Grant Application Information (IC 3600), the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991), and in the grant agreement.

Penalty: Failure to meet these standards will result in a notice of Failure to Perform. Each Notice of Failure to Perform may result in a 5% reduction in the total grant amount. Three (3) Notices of Failure to Perform in one year shall be sufficient cause for termination from the grant program or placement on a one-year probationary status. Receipt of any Notice of Failure to Perform while on probation is cause for termination from the grant program.

Timely Completion of Special Maintenance Projects:

Criterion: The Grant Sponsor must complete all approved and funded special maintenance projects in a timely manner. All necessary permits must be obtained prior to commencement of any site work.

Penalty: Failure of the Grant Sponsor to complete special maintenance projects within the time period specified in the grant agreement will result in a Notice of Failure to Perform, unless a time extension is requested by the Grant Sponsor and approved by the Department through a written amendment to the grant agreement.

Cumulative Penalties:

Receipt of three (3) Notices of Failure to Perform within a two-year period shall be cause for termination of the Grant Sponsor from the grant program.

IV. INSTRUCTIONS TO PERFORM AND REPORT TRAIL MAINTENANCE WORK

Maintenance must be performed in accordance with the requirements set forth in this manual, ORV Trail Improvement Fund 2004-05 Procedures (IC1990), the 2005 ORV Trail Maintenance Grant Program Grant Application Information (IC 3600) and the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991).

Trail Maintenance Work

Grants for trail maintenance are generally awarded to cover the spring and summer maintenance seasons only. The Grant Sponsor is responsible for completing maintenance on the entire trail system covered by the grant agreement.

During each of the spring and summer maintenance periods, the Grant Sponsor shall perform, at a minimum, one complete maintenance inspection of the entire trail system covered by the grant agreement. The Grant Sponsor is responsible for completing all necessary work to insure the trail meets maintenance specifications, and to insure the usability of the facility and safety for the user.

Grant Sponsors may be directed by the jurisdictional agency to perform work to correct maintenance deficiencies discovered during the course of inspections and/or to take corrective actions if portions of the trail fall out of specification (for example, vegetative growth requiring brushing, minor vandalism or minor storm damage repairs). On occasion there may be situations that will require significant maintenance work (for example, major storm damage or major vandalism). In these circumstances, the Grant Sponsor may be requested by the jurisdictional agency to volunteer to correct the situation or a separate special maintenance grant agreement or grant amendment may be negotiated.

Spring maintenance is conducted between March 1 and Memorial Day weekend, unless an exception is issued in writing by the jurisdictional agency.

Summer maintenance is conducted between June 15 and Labor Day weekend, unless otherwise directed by the jurisdictional agency.

Maintenance responsibilities in each season include:

- ❖ One complete inspection on the entire trail system covered by the grant
- ❖ Brushing trails and routes according to specifications
- ❖ Posting signs and trail markers, as required
- ❖ Removing deadfall trees from trails, routes and use areas
- ❖ Clearing culverts as needed to insure positive drainage
- ❖ Completing minor bridge repairs (e.g., replacing broken or missing planks or railings)
- ❖ Reporting major bridge repair and erosion control needs, especially those affecting water quality, to the attention of the jurisdictional agency.

Fall maintenance is conducted after Labor Day weekend, with maintenance generally focusing on trail grading. Fall maintenance and/or trail grading are accomplished through a separate grant agreement or contract. All trails and routes wide enough to accommodate appropriate equipment may be graded, as needed, with soils allowed to settle over the winter.

Special Projects are accomplished through separate, special maintenance grant requests. Sponsors are encouraged to work with the appropriate jurisdictional agency to identify and plan special maintenance grant requests.

Reporting and Reimbursement Requests

1. The Grant Sponsor must notify the appropriate FMFM Unit Manager or designee, prior to doing any work. For trail work located on National Forest lands, the Grant Sponsor must notify the designated United States Department of Agriculture Forest Service (Forest Service) Ranger District representative. The Grant Sponsor shall indicate to the jurisdictional agency the trails, routes, and segments that will be worked on and what will be done, based on the scope of work in the grant agreement.
2. The Grant Sponsor shall report on the work accomplished, using the ORV Grants Program Worksheet (PR 1990-2) and ORV Trail and Route Sign Installation Log (PR 1990-3), to the jurisdictional agency. The appropriate trail map showing the location of work accomplished must accompany these reports.
3. The jurisdictional agency will inspect the work, authorize payment or report deficiencies to the Grant Sponsor for corrective action.
4. When all work and any required corrections have been completed to the satisfaction of the jurisdictional agency, the jurisdictional agency will forward approved work sheets, sign installation logs and maps to GCACS for processing of payment for approved work.

ORV Grants Work Sheet (PR 1990-2)

This form is to be filled out by the Grant Sponsor. Fill in dates worked, description of work completed, miles signed, cleared, brushed or graded, etc.

Send completed form to the jurisdictional agency.

The jurisdictional agency forwards the signed worksheet (PR 1990-2), signed installation log (PR 1990-3), and appropriate trail map(s) to GCACS for processing of payment.

ORV Trail and Route Sign Installation Log (PR 1990-3)

This form is to be filled out by the Grant Sponsor. Fill in dates worked, trail name, Grant Sponsor name, FMFM Unit for State Forest lands or Forest Service Ranger District for National Forest lands, and county.

List the location of signs, installed by number, on the form and on appropriate trail map.

Note on the installation log, the types of signs installed at each location, their direction of placement, the number of each type of sign and the number of posts used. Add notes of explanation as necessary.

Send the completed form to the jurisdictional agency.

The jurisdictional agency forwards the signed worksheet (PR 1990-2), signed installation log (PR 1990-3) and appropriate trail map(s) to GCACS for processing of payment.

V. PAYMENT TO THE GRANT SPONSOR

Advance Payment

Payments are normally made under the Off-Road Vehicle Trail Improvement Fund after the work is completed. However, with prior approval from the MDNR, up to 25 percent of the subtotal of approved costs may be received in advance. Requests for advance payments must be made in writing to:

RECREATION AND TRAILS SECTION
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952

Payment

For trail maintenance grants, payment will be made upon satisfactory completion of trail maintenance responsibilities and inspection and approval by the jurisdictional agency.

Payment will not exceed ninety percent (90%) of the grant amount prior to satisfactory completion, inspection and approval of the work completed. The Department will pay any final amount due upon issuance of a final inspection report.

When the jurisdictional agency forwards the worksheets, sign logs and maps to GCACS on behalf of the Grant Sponsor, GCACS will review the financial information submitted, and verify that the work has been inspected and approved for payment.

The actual cost of the required liability insurance, supported by an invoice and copy of cancelled check, is a reimbursable expense. The deductible applicable to a claim is not eligible for reimbursement.

CHAPTER B: CONSTRUCTION AND RESTORATION GRANTS

I. IMPLEMENTATION SCHEDULE

1. Grant Sponsor signs two (2) copies of the grant agreement and returns both to GCACS along with the Certificate of Insurance, if applicable. The Department executes (signs) both copies of the grant agreement and returns one copy to the Grant Sponsor. The grant agreement is not legally executed until it is signed by the Department.
2. If the project is located on State Forest land, the Grant Sponsor submits plans and specifications package to the FMFM Unit Manager, or designee, and to the Recreation and Trails Section, FMFM for review and approval.
3. The Department reviews and approves the plans and specification documents and notifies the Grant Sponsor if additional information is needed. The Grant Sponsor does not have authorization to advertise for bids or start force account work until receiving written authorization from the Department.
4. Grant Sponsor submits bid tabulation and contract award recommendation to the Recreation and Trails Section, FMFM for review and approval.
5. The Department reviews the bid tab and notifies the Grant Sponsor if additional information is needed. The Grants Sponsor does not have authorization to award a contract or start construction until receiving written authorization from the Department.
6. Grant Sponsor completes construction or restoration as described in the grant agreement and plans and specifications.
7. Grant Sponsor submits reimbursement requests only after all of the above requirements have been met and expenses incurred. Grants which are not administered in accordance with these requirements may not be eligible for the reimbursement of project related costs.

II. GRANT SPONSOR RESPONSIBILITIES

In addition to the Grant Sponsor Responsibilities listed in Section II, Chapter A of this manual, the following responsibilities apply to construction and restoration projects.

The Grant Sponsor is required to provide all planning services necessary for the design and construction of ORV Trail Improvement Fund construction and restoration projects. This includes, but is not restricted to, site surveys and analyses, design and design calculations, plans and technical specifications, contract documents, construction stake out, inspection and contract administration.

The Grant Sponsor may have plans and specifications prepared by their own staff. If the Grant Sponsor does not have qualified (registered professional) staff available, a professional consultant(s) must be hired to file, as a public record: plans; specifications; reports; or land surveys with one or more seals by a Registered Architect, Registered Professional Engineer, Registered Land Surveyor, or a Registered Landscape Architect as called for in 1980 PA 299.

The Grant Sponsor shall file with the Recreation and Trails Section, FMFM, a certification of the names and State registration numbers of its staff, or the Prime Professional Service Contractor and any professional subcontractor(s) used in the design of the project on the attached Professional Services form (PR1903 -1). The Professional Service Contractor and the Grant Sponsor shall be responsible for obtaining and submitting the various certifications, permits, and agency approvals required for the particular project.

III. GRANT PERFORMANCE CRITERIA AND PENALTIES

All of the Grant Performance Criteria and Penalties listed in Section III, Chapter A of this manual apply to construction and restoration projects.

IV. PLANS AND SPECIFICATIONS REVIEW PROCEDURES FOR CONSTRUCTION AND RESTORATION PROJECTS

The Grant Sponsor is required to adhere to the following procedures.

If a construction project will occur on State land, additional review by the Department's Office of Land and Facilities will be required. Please allow for additional review time during project planning.

The documents itemized below shall be submitted for review and approval to the FMFM Unit Manager, or designee, and the Recreation and Trails Section, FMFM for all projects, including contract and force account, prior to the letting of bids or the purchase of materials.

1. Sealed final construction plans (one copy).
2. Sealed work and material specifications (one copy).
3. Itemized cost estimate, including fee for consultant(s) (one copy).
4. Construction documents for projects or portions of projects done by contract, including advertisements for bid, bid proposal, instructions to bidders, and general conditions (one copy).
5. A completed Professional Services form (PR1903-1).
6. One copy of all applicable permits and approvals.

Award of your grant by the Department in no way insures or implies that all applicable permits will be issued.

Contact State and local agencies for information on applying for, and obtaining, permits.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner
- Local Building Inspector

State agencies may include:

- Michigan Department of Environmental Quality (www.michigan.gov/deq)
- Michigan Department of Natural Resources (www.michigan.gov/dnr)
- Michigan Department of Community Health (www.michigan.gov/mdch)
- Michigan Department of Transportation (www.michigan.gov/mdot)

Local Approvals of Final Construction

In addition to the permits and approvals that may be required prior to project construction, there are local approvals and certifications that may be required upon project completion. The following approvals may be needed to seek final reimbursement under the grant, depending on the type of project:

1. Approval of building plans by the Fire Marshall.
2. Certification from the electrical inspection unit having jurisdiction in the area, that the project has been completed in accordance with prevailing electrical codes.
3. Certificate of Occupancy for any building or structure, including picnic shelters.

All sets of plans and specifications submitted to the Department shall bear the seal or seals of the consultant(s) who prepared the plans. Nonstructural projects do not require sealed plans; however, they require the signature of the individuals who prepared them. The Department may require that suggested corrections be made prior to advertising for bids on contract projects or the start of construction on force account projects.

V. PERFORMANCE OF CONSTRUCTION BY CONTRACT

Competitive open bidding is required for all contracts or material purchases in excess of \$25,000.00.

For contracts or purchases over \$1,000.00 but under \$25,000.00, advertising for bids is not required, but a minimum of three (3) written quotes must be solicited and submitted to the Department for review and approval. If three quotes cannot be obtained, the Grant Sponsor must notify the Department in writing, stating the reasons for obtaining fewer than three quotes. The written justification for not submitting three quotes will be taken into consideration and a determination will be made to approve or require a repeat of the process.

All contracts shall comply with the Grant Sponsor's grant agreement for the project. The Grant Sponsor shall comply with all applicable State laws and rules.

The Grant Sponsor shall inform all bidders in the advertisement that State funds are being used to assist in construction, and that relevant State requirements will apply, including prevailing wage requirements for construction projects (1965 PA 166).

Pursuant to the requirements of the Michigan Civil Rights Act (1976 PA 453) and the Michigan Handicapped Rights Act (1976 PA 220), the Grant Sponsor and its agents shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a disability unrelated to the person's ability to perform the duties of a particular job or position.

The Grant Sponsor and its agent(s) shall include the above nondiscrimination provision in any contracts and subcontracts.

VI. BID TABULATION AND INTENT TO AWARD

For contract projects, the Grant Sponsor is required to submit to the Department a bid tabulation, including alternates, if any, and recommendation for award. The Department will review the bid tabulation and letter of intent to award the contract, and will notify the Grant Sponsor of the decision to accept or reject the proposal to award the contract. The contract shall be awarded to the lowest bidder, unless the Grant Sponsor can adequately justify in writing, the awarding of the contract to an alternate. A decision by the Department regarding awarding of a contract to a bidder other than the lowest bidder will be issued in writing.

VII. CHANGES TO THE PLANS AND SPECIFICATIONS

Changes to Department-approved plans and specifications shall not be made without written approval from the Department. If the project is being constructed by contract, and these changes affect the dollar amount of the contract, a copy of the Change Order must be submitted with the Request for Reimbursement form (PR 1990-1). Failure to obtain prior approval may cause these items to be ineligible for reimbursement.

Change Orders will be required in the following cases:

1. Adding or deleting a project scope item
2. Changing the nature of a scope item
3. Adding or deleting an element of the contract (example: materials to be supplied by contractor)

VIII. PAYMENT TO THE GRANT SPONSOR

Advance Payment

Payments made under the Off-Road Vehicle Trail Improvement Fund are normally on a reimbursement basis. However, with prior approval from the MDNR, up to 25 percent of the subtotal of approved costs may be received in advance. Requests for advance payments must be made in writing to:

RECREATION AND TRAILS SECTION
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952

Reimbursement

The Grant Sponsor must adhere to the following field and payment procedure:

1. The Grant Sponsor must notify the appropriate FMFM Unit Manager or designee when work is complete and ready for inspection.
2. The Grant Sponsor must submit a completed Request for Reimbursement Form (Form PR 1990-1) to the FMFM Unit Manager or designee.
3. The Unit Manager or designee will inspect the work, authorize payment or report deficiencies to the Grant Sponsor for corrective action.
4. When all work and any required corrections have been completed to the satisfaction of the Unit Manager or designee, they will forward approved Reimbursement Request (Form PR 1991-1) and supporting documentation to Grants Contracts and Customer Systems (GCACS).
5. GCACS will review the financial information submitted, verify that the work has been inspected by the jurisdictional agency, and that a partial or final payment has been approved by the Unit Manager or designee prior to processing payment. The Grant Sponsor must indicate on the Request for Reimbursement form that reimbursement is for either partial or final payment. Do not submit a final request until all construction or restoration work is completed.

All construction and damage restoration work will require certification of final inspection by the Department prior to final payment approval.

Reimbursement will only be made on costs associated with the elements listed in the grant agreement. As a general rule, only items that become a permanent part of the project are eligible for reimbursement.

Examples of ineligible items include, but are not limited to, bug spray, tools, gloves, food, etc.

Eligible engineering costs are limited to 15 percent of the subtotal of the approved elements.

The actual cost of the required liability insurance, supported with an invoice and copy of cancelled check, is a reimbursable expense. The deductible applicable to a claim is not eligible for reimbursement.

Reimbursement will not exceed 90 percent of the grant amount prior to satisfactory completion of the project. The Department will pay any final amount due upon issuance of a final inspection report.

Request for Reimbursement Form (PR1990-1)

This form is to be filled out by the Grant Sponsor.

Request final payment only when all work is completed, otherwise check partial payment. Indicate request number (1, 2, 3, etc.).

Complete the table of expenditures. Use a separate sheet if necessary. Attach copies of all invoices and both sides of the cancelled checks.

To request reimbursement of force account or in-kind labor expenses, provide the following documentation: type of laborer, hours worked, wage rate, fringe rate, type of equipment, hours used, Michigan Department of Transportation (MDOT) depreciation rate, etc. (Refer to Instructions for Reporting Force Account Work in this manual).

Obtain signature of Grant Sponsor Representative.

Obtain signature of Prime Professional(s) such as the Landscape Architect, Engineer, etc. that worked on the project.

Payments will not be processed without expenditure documentation and the required signatures.

IX. INSTRUCTIONS FOR REPORTING FORCE ACCOUNT WORK

Force account labor and equipment usage does not apply to regular ORV trail, route or area maintenance projects performed by nonprofit organizations.

SALARIES & WAGES:

The following information needs to be submitted with a reimbursement request when a Grant Sponsor is using force account work as part of their construction or restoration project funded under the ORV Trail Improvement Fund:

1. A list which includes (see Example 1, below):
 - a. Name(s) of the employee(s)
 - b. Dates worked
 - c. Hourly pay rate
 - d. Number of hours worked
 - e. Total amount paid (gross wages)
 - f. Employees' classification and salary range for the year.
 - g. Project name, if grant has multiple projects.
2. If you choose to include the fringe benefits, provide the rate used to determine the fringe benefit for each employee (example: Social Security rate = 6.20 percent of gross salary). Fringe benefits include only what is paid by the Grant Sponsor on behalf of the employee (Social Security, life insurance, health insurance, retirement, etc.).
3. Copies of time sheets for the pay periods indicated.

FORCE ACCOUNT PAYROLL				EXAMPLE 1
Salary: Payroll ending 08-05-90:				
Name	Classification	Annual Salary	Hours Worked on Project/ Hourly Rate	Salary Costs Charged To Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
TOTAL SALARIES				\$199.94
Fringe benefits:				
Benefit	Rate Used to Determine Benefit	Total Amount Charged to Project		
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>		
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>		
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>		
TOTAL FRINGE BENEFITS				\$XXXX

EQUIPMENT:

If equipment is rented or equipment belonging to the Grant Sponsor is used to complete a major construction or restoration project, please provide a list of the following: (see Example 2, below):

1. Equipment number (if applicable)
2. Type of equipment
3. Rate charged for the equipment
4. Number of hours used
5. Total cost for the equipment
6. MDOT equipment number obtained from their Equipment Rental Rates, Schedule C booklet, for the year in which the equipment was used. (These can be obtained from the MDOT, Maintenance Division)

EQUIPMENT USAGE EXAMPLE 2							
Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT#	
June 3, 2000	3	1984 Dodge Pickup	\$4.38	2	\$ 8.76	12.300 96.006	
June 3, 2000	18	1969 Hough Front End Loader	\$21.98	4	\$87.92	47.405 96.006	
June 3-5, 2000	20	International Backhoe	\$25.54	5	\$127.70	70.103 85.303 70.500	
June 3-5, 2000	31	1977 Hough Front End Loader	\$21.98	8	\$175.84	47.405 96.006	
June 3-5, 2000	36	1983 Ford Dump Truck	\$10.82	4	\$43.28	12.304	
TOTAL EQUIPMENT					\$443.50		

APPENDIX 1. FORMS AND PUBLICATIONS

Forms will be provided in hardcopy to Grant Sponsors as needed throughout the grant year.

Forms may also be accessed on the Department website following these directions:

Go to www.michigan.gov/dnr and click on "Inside DNR" then click on "Grants Administration" then click on "Forms and Publications" to view the grant programs listed alphabetically. Click on "ORV Trails Grant Program" to view the forms and publications for this program. Click on a form or publication to view it or to print it.